C-A OPERATIONS PROCEDURES MANUAL

1.4.2 Format of C-A Procedures

Text Pages 2 through 7

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved: _____ _____
               Collider-Accelerator Department Chairman   Date

E. Lessard

1.4.2   Format of C-A Procedures

1.   Purpose

This procedure describes the format of Collider-Accelerator (C-A) Department procedures.

2.   Responsibilities

All authors writing permanent procedures are expected to use this procedure for formatting purposes.

3.   Prerequisites

None

4.   Precautions

None

5.   Procedures

5.1   General page layout requirements

5.1.1   Title Page
- Indicate a title and a C-A-OPM number
- Indicate the number of text pages and whether there are any attachments
- Leave a space for noting any future Hand Processed Changes.
- Indicate the approval authority (e.g. Division Head, Department Chair), and date of approval.
- Indicate the author's name on the lower left side.

5.1.2   Footers
- Bottom left of every page shall indicate C-A-OPM number followed by "(W)" or "(Y)" in order to indicate safety status.
- To the right of the C-A-OPM number, indicate revision number., using 00 for a new procedure.
- Under the revision number, indicate the (final) date written.
- Center the page number on all pages.

5.1.3   The first line on the first page of text shall indicate C-A-OPM number and title.

5.1.4   Use bullets (●) for lists.

5.1.5 Indent sub-sections

5.2 The arrangement or layout of the procedure shall include the eight major sections defined below. Number each section with Arabic numerals. If there is no information below the heading, indicate "None".

1. Purpose
2. Responsibilities
3. Prerequisites
4. Precautions
5. Procedure
6. Documentation
7. References
8. Attachments

5.2.1 Under **Purpose**, clearly and concisely state the purpose and scope of the procedure.

5.2.2 Under the **Responsibilities** heading, indicate the persons responsible to perform the procedure, and indicate if they are to complete any documentation.

5.2.3 Under the **Prerequisites** heading, clearly indicate the training programs and required reading which must be completed by the responsible persons before using the procedure.

5.2.3.1 clearly indicate any equipment required to perform the procedure.

5.2.3.2 clearly indicate the initial state of equipment, such as on/off, or XYZ program running.

5.2.4 Under the **Precautions** heading, establish directives to alert the individual performing the procedure of important measures to be taken to protect personnel and equipment, or to avoid an abnormal or emergency condition.

5.2.5 Under the **Procedure** heading, state instructions describing sequential activities in sufficient detail to safely and effectively perform the required function, task, or tests.

5.2.6 Under the **Documentation** heading, list the forms, documents, or specific logbooks, that must be completed, and the person responsible for completing them.

5.2.7 Under the **References** heading, list source documents used in preparation of the procedure and documents referenced in the text.

5.2.8 Under the **Attachments** heading, list items attached to the procedure, which aid in the completion of the procedure, and/or require information or data input.

 5.2.8.1 When developing attachments, the following should be considered.

- Attachments which provide information/clarification, should appear as attachments to the body of the OPM, e.g. drawings, maps, figures, memos.

- Attachments which require information or data input, or may require frequent updates, should be written as separate documents, e.g. checklists, forms, lists of personnel.

 5.2.8.2 DO NOT list procedure requirements in attachments.

 5.2.8.3 Sequentially number attachments in the order in which the attachments appear in the procedure.

  5.2.8.3.1 When listing attachment in Section 8, use the following protocol:
- 8.1 Attachment 1 "Title" - this document is part of the procedure.
- 8.2 Attachment 2 "Title" - this document is part of the procedure.
- 8.3 C-A-OPM-ATT "Title" - this will be a separate document

 5.2.8.4 Provide a separate title page for each separate attachment using a separate approval signature, attachment number, and revision number.

- Number the attachment using C-A-OPM-ATT, followed by C-A-OPM number from which the attachment was derived, followed by a decimal point and a lower case letter (e.g., C-A-OPM-ATT-1.4.1.a).

- Sequence the lower case letters with as many attachments that are required.

- Indicate a listing on the attachment title page that refers to the applicable C-A-OPM procedures. For example:

THIS ATTACHMENT APPLIES TO THE FOLLOWING PROCEDURES:

C-A-OPM 1.4.1
C-A-OPM 1.4.2
C-A-OPM 1.4.3

5.3   Using Warnings, Cautions, and Notes

5.3.1   Place Cautions or Warnings immediately before (text-centered) the procedural content to which they apply.

5.3.2   Do not use a Caution or Warning in lieu of an instructional step.

5.3.3   Use Warning where loss of life, significant personnel injury, significant radiological hazard may exist.

5.3.3.1 State the consequence of not heeding the Warning.

5.3.4   Use Caution where equipment or environmental damage may occur if an instruction step is not followed verbatim.

5.3.4.1 State the consequence of not heeding the Caution.

5.3.5   Emphasize the words Caution or Warning by capitalization.

5.3.6   Box or border the Caution or Warning as follows:

Caution:
Turning off the machine during this specific operation will
destroy the cutting blades.

5.3.7   Avoid embedding commands in Warnings or Cautions.

5.3.8   Use **Notes** to draw attention to important supplemental information.

5.3.9   Box **Notes,** and number multiple Notes, Warnings, or Cautions, as follows:

Note 1:
The following step closes generator breaker G-1 and starts
diesel DL-1.

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┌─────────────────────────────────────────────────┐
│                    Note 2:                       │
│ The following step requires a time measurement   │
│          starting at the initiation signal       │
└─────────────────────────────────────────────────┘
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5.4   Using Conditional Steps

   5.4.1   Use GO TO, RETURN TO and REFER TO as phrases for routing the reader
           to different steps

   5.4.2   Convert action steps that branch, such as GO TO, to flow charts whenever
           appropriate

   5.4.3   Use the IF and THEN for conditional steps. For example:

           5.4.3.1 IF branching may increase the potential for confusing the reader,
                   THEN

                   5.4.3.1.1 Use a flow chart

   5.4.4   Emphasize the words GO TO, IF, THEN, ONLY, DO NOT, REFER TO, and
           RETURN TO, by capitalization.

5.5   Using Forms, Maps and Figures

   5.5.1   Use forms to record the procedural process.

           5.5.1.1 Use run-in forms; that is, forms within the procedure, to establish a
                   record of crucial actions.

           5.5.1.2 Construct full-page forms for use in conjunction with the procedure.

   5.5.2   Logically sort steps and use a checklist whenever appropriate. For example:

           1.   Perform an autostart of the emergency bearing oil pump by
                   completing the following:

                   1.1   Depress EMERGENCY BEARING OIL PUMP TEST
                           SWITCH A   _____

                   1.2   Observe that the red light goes on   _____

                   1.3   Turn EMERGENCY SWITCH 2 to STOP   _____

5.5.3   Use maps and figures that enhance detail and understanding of the task.

6.   <u>**Documentation**</u>

None

7.   <u>**References**</u>

None

8.   <u>**Attachments**</u>

None